

INFORMATION TECHNOLOGY ADVISORY BOARD

APRIL 23, 1997
MEETING MINUTES

Attendees:

Lew Davison, Chairman	Joyce Backes	Rich Beckwith
Mike Benzen	Matt Blotevogel	Sean Curry
David Finch	Mary Garrison	Russ Helm
Gina Hodge	Max Joyce	Rita Kerperin
Jim Latteman	Don Lloyd	George Marshall
Jim Poole	Jim Roggero	Betty Rottmann
Virginia Rowe	Dave Schulte	Larry Seneker
Jim Simmons	Don Slinkard	Dan Steidley
Debbie Wells	Chris Wilkerson	Rise' Williamson

OPENING REMARKS

Lew Davison, Chairman, called the ITAB meeting to order at 8:30 a.m. on April 23, 1997 in the Interpretive Center, Office of the Secretary of State, 600 West Main Street, Jefferson City, Missouri. He welcomed everyone to the meeting.

APPROVAL OF MINUTES

1. Approval of the March 26, 1997, Information Technology Advisory Board Meeting Minutes

Lew asked for additions, deletions or corrections to the March 26, 1997, ITAB Meeting Minutes. Joyce Backes made a motion, seconded by Jim Poole, that the minutes be approved as written. The motion was unanimously approved.

ACTION REQUIRED: None.

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

Mike reported two meetings have been scheduled on Tuesday, April 29, at Central Bank Facility on Southridge Drive, the first one beginning at 2:00 p.m. followed by a second session at 5:00 p.m. to meet with respondents to the Information Technology survey handled by the Jefferson City Chamber of

Commerce. Mike asked that as many ITAB representatives as possible attend. He will give a brief presentation at each session. Our goal is to recruit more people to enroll in technology courses in the Jefferson City area and to graduate more people in this field.

Mike reported that TI has recently been sold to Sterling Software. Many of the TI people will be going with Sterling Software. This includes both the software and consulting areas.

ACTIONS REQUIRED: None

2. ORACLE Cost Update (Jim Poole)

Jim summarized the activities of his Subcommittee. They received 12 responses to their survey with results indicating most agencies are using or planning to use ORACLE on NT in the future. The current state contract covers ORACLE on UNIX, but does not include ORACLE on NT. It could either be rewritten to add NT or the product can be purchased off the Prime Vendor Contract. Mike mentioned that before it could be added to the contract it would have to be recognized as a statewide standard. Technical support and training can be purchased off the Prime Vendor Contract. This issue was handed off to the Software Standards Committee for further study of whether it should be included in the standards.

ACTION REQUIRED: Agencies who have not replied to survey still have opportunity to do so. Please provide to Jim. Issue handed to Software Standards Committee.

3. Software Standards (Chris Wilkerson)

Chris reported the Software Standards Committee held no further meetings since their initial meeting on March 21. He reported on this at the previous ITAB meeting. Also the ITAB directed the Committee to work on building a framework for an architecture.

The group pointed out at least five reasons why we need to develop standards. They relate to a better purchasing price, training, inter-operability, consolidation and other committee dependencies. Based on these reasons, it was decided that Mike Benzen would set up a full-day meeting of the DP managers, preferably on a Friday during May, to define objectives, etc. He will also work on obtaining a facilitator to assist at the meeting keeping everyone focused. He will need to set the objective and parameters before the meeting for the facilitator to be effective.

ACTION REQUIRED: Mike will set up meeting and work on obtaining a facilitator.

4. Year 2000 (Cindi Rutherford)

Mike reported a meeting was held relating to tools. He expressed concern if the right people were in attendance at this meeting to make that decision. Several already have expressed concerns. If you have concerns and are not comfortable with the decisions that were made, please contact Cindi. Another meeting has been set up for 9:00 a.m. tomorrow morning to seek additional input.

IT will be taking possession of the new facilities at 2701 West Main on June 1. The consultants will be housed there during the contract period.

Mike also mentioned the appropriation hearing went well Monday. One question was raised on how old is the newest programs that are not year 2000 compliant. Mike is gathering this information and asked for a quick response from each agency included in the appropriations request. He will send a reply prior to markup of the appropriations bill.

ACTIONS REQUIRED: Provide Mike with the date of the newest programs that are not year 2000 compliant.

5. Data Center Consolidation (Gerry Wethington)

Mike reported data consolidation is going well. The moving of Labor and Highway Patrol to the main center will take place on October 3 and 4. These dates coincide with the shutting down and move of NCIC (FBI) to their new facilities.

Transportation is in the process of migrating one application at a time to the main center. Lew mentioned we are in the process of setting up userids. We are going to meet with Gerry and try to resolve the problem of conflicting userids.

ACTION REQUIRED: Lew and Gerry will meet to resolve userid conflicts.

6. Prime Vendor (Larry Seneker)

Larry reported he has not had a meeting with Prime Vendor this month. A meeting is scheduled for later this afternoon.

Mike briefly spoke on Electronic-Commerce that is coming soon. He proposes a pathfinder for E-Commerce using prime vendor - GE Capital. They will be working out the details in the next few months.

ACTION REQUIRED: None - Informational.

7. MAN Project Update (Gail Wekenborg)

Mike reported a meeting was held earlier in the week and everything appears to be moving. Mike recommended that the agencies go ahead with recommendations given in the initial survey even if it is not required at this time, but will be needed in the not too distant future.

ACTION REQUIRED: None - Informational

8. Personnel Committee (Joyce Backes)

Joyce mentioned the Education Job Fair will be held next week with people responding to the surveys on computer technology job training.

She also reported considerable work is going on in the area of job classifications. The first ones they are working on are two entry-level positions. The State Personnel Division has been working very close with the Subcommittee. The Committee is waiting for responses on these drafts from the various agencies.

Joyce also reported the draft brochure is completed that will be taken to job fairs. It covers not only state government, but the various platforms, the benefits for state employees, and promotes the Jefferson City and surrounding areas. They also have representatives visiting the various colleges recruiting interns and graduates. She related problems encountered placing the interns. She will

schedule a meeting and invited interested parties to attend to iron out some of the problems with this program. There are twenty to twenty-five interns presently on the list.

ACTION ITEMS: None - Informational.

9. Information Technology Education Advisory Committee (Jim Roggero)

Jim reported his Committee met at the recently opened Executive Training Center. He reported the Center has three classrooms. Two rooms are equipped with Pentium machines with Internet capability and the third one presently has 486 machines and will upgrade to Pentiums in the near future. He recommended anyone who has not seen the facility to tour it. Agencies who have used the facility for training have been impressed with the quality of the training received. The rooms are also available for rental for special classes and each room has a seating capacity for 10 to 12 people. They are negotiating on rental rates and feel the rates will probably be around \$500 per room. It is much higher if ExecuTrain provides a trainer. They are also opening similar facilities in Kansas City and St. Louis.

The prime vendor contract also has a number of other training facilities in addition to Executive Training. There are also firms listed who will provide on-site training at your facilities in remote areas of the state.

He also mentioned the Committee is still working toward recommending a state facility and how they would recoup the operating costs. They are also working to develop policies and will be presenting their recommendations to the Committee in the next several months.

The Committee will be meeting again on May 20 at 10:00 a.m. in Room 850 of the Truman Building for anyone who would be interested in attending.

ACTION REQUIRED: None - Informational.

10. Internet/MOREnet (David Finch)

Dave reported the link into Jefferson City by way of Springfield should be installed within the next two weeks. It is a full T1 that is dedicated for Internet for state government.

He also reported the \$5 million appropriation request for the Internet backbone has been moving through the legislature intact. With this funding, by August we will have 3 DS-3 links into Jefferson City that will handle internet traffic intrastate. They recently held a meeting with Sprint to discuss location of the new connector that will be installed. There will probably also be a MAN connection.

Another part of the new design includes multiple internet service providers into the MOREnet backbone. Sprintlink is presently the MOREnet backbone provider. The new design will include at least two and possibly three of the big backbone carriers on the Internet, i.e., MCI, & ATT By having multiple providers we should have better service without switching between providers. Also several NAPS in St. Louis and Kansas City will be installed to try to offload some of the traffic on the Internet backbone. Presently it is being sent to one of the NAPS in Chicago, Jersey, Washington, D. C. or a location in Arizona to offload it. Some of the problems should be alleviated by offloading it locally in Missouri.

ACTION REQUIRED: None - Informational.

11. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

Larry reported the router bids are presently being evaluated and a report should be available by the next meeting.

Also with the demise of Tricord, we presently do not have a contract to purchase super-servers. A meeting is scheduled for May 7 from 1:30-3:30 in Room 400 of the Truman Building, to meet with Purchasing on this issue. Mike explained why we cannot use the Prime Vendor contract for super-servers. Prime Vendor was bid specifically for PC related equipment. If super-servers were added to this, the vendors who sell super-servers could legitimately complain that they were not given an opportunity to bid. On routers we added a paragraph to bid to say we are going to compare to prime vendor and count that as your bid. We could also do this with super-servers.

ACTION REQUIRED: None - Informational.

12. Network Consolidation (Mike Benzen)

Mike reported the first round of talks is nearing completion. MoreNet has accompanied Gail on nearly all the interviews and this has been proved to be a tremendous asset. The first draft of the report should be available in about 45 days. The report should envision where we are going to be in several years.

ACTION REQUIRED: None - Informational

13. Intern Agreement/Contract (Jim Simmons)

Jim reported the invitation for bid for interns has been sent to OA Purchasing. The timing is critical to get the responses by the middle of May

Jim also mentioned Social Services has been the largest employer of interns in the State of Missouri. They used 318. Central Missouri State University hosted a luncheon that recognized all employers in the State of Missouri who utilized interns since 1981. He represented Social Services at that luncheon.

ACTION REQUIRED: None - Informational.

14. SDC - Internet (Don Lloyd)

Don reported that at the last ITAB meeting, the Internet Rate Subcommittee presented a rate proposal for Internet usage for Fiscal Year 98. The members were asked to review and discuss the data and be prepared to discuss at this meeting. The costs for FY98 would be allocated based on internet userids, internet access and fax broadcasting service based on present userids. The rates presented will drop considerably if the \$5 million appropriations request for Coordinating Board for Higher Education is passed. Chris reported DNR would not support this plan. He suggested that usage be monitored and the cost be divided by usage. After discussion it appeared that monitoring would be extremely expensive and may not even be possible. It was decided to call the Subcommittee together again and invite DNR to attend to try to work out the problems and bring a proposal back to the next meeting.

ACTION REQUIRED: Committee will again schedule a meeting and try to work out the problems. Bring proposal to next meeting.

15. E-Mail Reporting (Larry Seneker)

Larry reported he has nothing ready to report. The group will be meeting later this week. They should have recommendations to present at the next meeting.

ACTION REQUIRED: None - Informational.

USER GROUPS

1. ITG Users Group (David Finch)

Dave reported the ITG is charged with dealing with the technical issues relating to connecting networks to the Internet. The group usually meets monthly. They serve as a communications vehicle for the technical people to get together and talked about the issues relating to not only connecting to the internet but other issues. Firewalls have become a major issue, so a subgroup has been formed outside the user group that has begun dealing with firewall issues. Another issue is packet video concept - they are working with the Data Center on this issue. However, most of the issues they are working with right now deal with the inception of the internet. Another issue relates to interconnectivity between agency networks of which the Internet is only one part. They are looking at the entire network rather than just state network.

The Network Technology Policy Committee drafted a number of policies about 15 months ago. These policies have been turned over to the ITG. They are now beginning to work on these. At their next meeting, they will begin working on: 1) network numbering conventions and 2) network naming conventions. Once all of these are reviewed and draft policies issued, they will be provided to the CIO.

A question was raised relating to vendor participation. Dave reported thus far the group has had no vendor participation. Another question related to the area of telecommunications. Dave reported thus far they have not been involved in the state telecommunications study.

DISCUSSION ITEM

1. Corrections - Offender Training - Dave Schulte

Dave reported Corrections presently uses 30-35 inmates to supplement their information systems staff. 29 males at MSP are programmers or programmer analysts and 7 ladies at Renz Farm are data entry operators. Today all are used internally. In the past, back in the early 70s', they were placed out in the various state agencies. The agencies paid a share of the salaries. The program was stopped for a while and then restarted and later stopped again.

He indicated Corrections is changing their tool sets and having to do a lot of retraining in composer, CASE tool, etc. This would be a good opportunity, if there is enough interest among state agencies, to expand the training to include additional people to be used by the agencies. There are a lot of rules and problems that would have to be resolved, but he would like to know if anyone might be interested.

The training could take up to a year - BASIC, RPG, COBOL, etc. . However, they could do tailored training and they could become useful in a much shorter period of time. Outside trainers will be contracted to come in to do the training. If there is enough interest we will need to look at logistics, etc. Corrections need

to be sure that once a decision is made to expand this program, the participating agencies will need to keep them busy.

He further pointed out communications can be problem between individual staffs and the inmates. Two way video is one possibility.

Salaries would probably be paid through Vocational Enterprises. The people work long hours and the salaries very reasonable - a maximum of \$250 per month.

Dave asked for agencies who might be interested. Six agencies expressed an interest. Dave will set up a meeting with interested agencies to explain in further details some of the rules and explore other options. Quality assurance, security, etc. are issues that will have to be discussed further.

One area suggested was that they might help with year 2000 conversions.

REPORT OF PLANNED/ACTIVE BIDS

Jim Roggero mentioned the State Courts has purchased an electronic courts 2004 software package that includes about 12-14 projects. Two of the projects are actively working now. One is the Lotus Notes operation that has been developed into a separate function . The objective is to get the state courts, especially the 25 circuits, connected to Lotus Notes by the end of June. The other is a CASE management system that is a tool for interaction of the courts. He volunteered to demonstrate it at a future meeting to show how they are using ORACLE and NT product interaction. It will be placed into 3 courts as a pilot operation. They hope to have it running by Mid-January.

He pointed out the Courts Systems has had very good cooperation with Social Services with the MACSS systems and CASE Management system with the Highway Patrol to have a shared operation with only one workstation on each desk.

Lew mentioned a contract was recently awarded for 800 dial-up service. Sprint got the award. We are primarily the only agency using it. Our field maintenance buildings can dial in at an extremely low rate to our network. Sprint is managing the usersids on it. It has taken the place of having to have a modem pool.

REVIEW OF ACTION ITEMS

Update on Microsoft Select - Larry reported he had not heard the results of the numbers, but should have that information within the next two weeks.

NEXT MEETING

1. The next ITAB meeting is scheduled for **Wednesday, May 28, 1997** at 8:30 a.m. in the Office of the Secretary of State, Interpretive Center.

Lew Davison

Chairman